

**State of California**  
**Business, Consumer Services and Housing Agency**  
**California Department of Housing and Community Development**  
**DUTY STATEMENT**

**Division:** Housing Policy Development  
**Unit:** Land Use and Local Gov. Relations  
**Position Number:** 401-306-4801-XXX  
**Classification:** Staff Services Manager II  
**Working Title:** Senior Housing Accountability Manager  
**Location:** Sacramento Headquarters  
**Incumbent:** Vacant  
**Effective Date:**

**Department Statement:** You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department's mission.

**Job Summary:** Under the general direction of the Housing Accountability Unit (HAU) Chief, the Staff Services Manager II in the HAU serves as the Division's technical expert in data and research, land use, and/or housing policy, which may include implementing and enforcing state housing laws including, but not limited to, Housing Element Law, the Housing Accountability Act, Accessory Dwelling Unit Law, Density Bonus Law, the Housing Crisis Act, Streamlined Ministerial Approval, and others. Responsibilities include but are not limited to implementing and monitoring complex and major statewide Division programs and projects, while engaging internal and external government and community partners. Manages a small to medium size team based upon expertise and assignment.

<b>% of Time</b>	<b>Essential Functions:</b>
40%	Manage analytical and supervisory staff by providing oversight and guidance to staff in support of Department and Division priorities. Responsible for ensuring the quality of work product and deadlines for all projects, reports, and assignments within the team are met. Advise direct reports on the performance of communication, research, analysis, report preparation, stakeholder outreach, and technical assistance activities in unit's areas of expertise. Plan, assign, direct, monitor and evaluate work of subordinate staff and align resources.
30%	Serve as an expert with internal and external partners and in intergovernmental partnerships. Provide technical expertise, interpret and analyze complex and complicated data provided by government entities, and other administrative sources. Represent the Department on external committees, task forces, and advisory bodies; prepare and present information in support of Departmental activities and functions, including technical assistance and consultation to a broad

range of constituencies. Assist management in measuring past and future potential impact of policy decisions and activities.

15%      Oversee and communicate performance expectations, provide consistent coaching and feedback to employees in accordance with Departmental Personnel policies and procedures. Develop professional development strategies and mentoring opportunities. Develop budget change proposals as appropriate. Promote continuous quality improvement.

10%      Consult with the Division managers; attend Division management meetings; attend executive meetings in the absence of division management; assume a lead role in strategic planning exercises and development; and manage a budget.

**% of Time      Marginal Functions:**

5%      Responsible for the completion of other projects, assignments, and budgeting tasks as directed by management.

**Special Requirements:** (Define all that apply)

**Travel:** Up to 5% statewide travel may be required.

**Supervision Exercised:** Directly supervises staff, provide training and advise staff on performance of their duties.

**Conflict of Interest (COI):** Form 700 reporting required.

**Background Check:** None

**Live Scan:** None

**Bilingual, specify language:** None

**License/Certification:** None

**Medical Clearance:** None

**Other, please specify:** None

**Physical Requirements:** The position requires the ability to sit, stand, read, communicate, and work on a computer for extended periods of time.

**Working Conditions (In Office):** The incumbent works in an office setting that is air conditioned and may be in a high-rise building with elevator access, cubicle, or office with natural and artificial lighting.

**Working Conditions (Telework):** The incumbent is required to maintain safe working conditions at the approved alternate work location and abide by the Departments Ergonomic Program guidelines and agrees to maintain a distraction-free remote work environment.

**Administrative Responsibility:** The incumbent advises Executive leadership on both specific and general policy issues affecting Departmental programs and will support the Department's capacity to obtain funds to manage programs in support of the Department's mission and policies.

**Personal Contacts:** The incumbent will serve as the main contact between the assigned Housing Policy Development Division activities and a wide variety of internal and external stakeholders.

**Consequence of Error:** This position has responsibility to help ensure that the principles and practices of the Division are carried out and implemented in accordance with the Department's mission, policies, and procedures, as well as federal, state, and local laws. Lack of knowledge, inaccurate work, misunderstanding, poor judgement, or inadequate analyses could result in misleading information being provided to the Department, state and local agencies or create misleading perceptions.

**Diversity, Equity, and Inclusion:** All employees at HCD are expected to uphold the values of diversity, equity, and inclusion (DEI) which includes being committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences feel welcomed and can thrive. Staff are expected to be respectful of differences, treat others with respect, encourage others to participate, foster innovations, and stay committed to all DEI efforts in the workplace.

**Equal Employment Opportunity:** All HCD employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all HCD employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

*I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)*

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

*I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.*

Supervisor Name: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

\*Please return the signed original duty statement to the Human Resources Branch to be filed in the Official Personnel File.